

## **2330.01 Hazardous Materials Communication**

Issued January 1, 1994

**SUBJECT:** Hazardous Materials Communication.

**APPLICATION:** Executive Branch Departments and Sub-units.

**PURPOSE:** To inform agencies and employees of the State's Hazard Communication Program in order to protect the health and safety of State employees.

**CONTACT AGENCY:** Department of Labor - Bureau of Safety and Regulation, Safety Education and Training Division.

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**SUMMARY:** This section provides the procedure for maintaining and communicating information about hazardous materials with which State employees may come into contact. Material Safety Data Sheets (MSDS) from manufacturers and suppliers are relied on to meet hazard determination requirements.

Each department is to designate a person responsible for requesting and maintaining MSDS's, and for providing information and training to agency employees, as required by the right-to-know provisions of MIOSHA. A different individual may be designated for each separate workplace required to maintain MSDS's and provide training.

Products used in the original manufacturer's container are presumed to be labeled properly. Supervisors should report any unlabeled or improperly labeled containers to the department's designee.

Department designees are to maintain a master MSDS file kept in a central location. Copies of MSDS's, for all hazardous chemicals to which State employees may be exposed at all State of Michigan fixed locations, will be available on request of the designee. Copies of the required MSDS sheets for each hazardous chemical in the workplace shall be maintained at that specific workplace and made readily accessible during each work shift.

**APPLICABLE FORMS:** Material Safety Data Sheet.

### **PROCEDURES:**

#### **Agency:**

- Labels products containing hazardous chemicals used by State employees with the following:
  - An identity which is the same as the identity on the MSDS.
  - A hazard warning.
  - The name and address of the manufacturer.
- Designates a person responsible for hazardous materials communication.
- Informs contractor working at fixed locations of the availability to them, upon request, of MSDS's for hazardous chemicals to which the contractor's employees may be exposed.

#### **Designees:**

- Request and maintain MSDS's from manufacturers and suppliers.
- Provide information and training for agency employees.

- Maintain a master MSDS file, kept in a central location.
- Provide copies of MSDS's, for all hazardous chemicals to which State employees may be exposed, at their fixed locations.
- Provide handwritten labels which meet the requirements of the federal hazard communication standard, to be placed on unlabeled or improperly labeled containers.
- Provide appropriate education and training for all employees. The information shall include:
  - Names of chemicals to which employees may be exposed in each fixed location.
  - Location of MSDS's.
  - Labeling requirements, and the name of the departmental designee.
  - Field staff should contact their supervisors for instructions.

Office Supervisors:

- Report any unlabeled or improperly labeled containers to the departmental designee.

Contractors working at fixed locations:

- Make their MSDS's available, upon request, to the appropriate departmental designee.

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